

SUGGESTION EVALUATION REPORT

TO: Executive Secretary  
Suggestion Awards Committee

SUGGESTION NO.  
72-428

SUSPENSE DATE

INSTRUCTIONS: Please complete this form in detail to guide the Suggestion Awards Committee in making a final determination of the merits of this suggestion. Retain third copy.

1. ACTION RECOMMENDED ☐ ADOPT ☐ DECLINE ☒ OTHER (Specify):

2. REASONS FOR RECOMMENDATION (If more space is needed, use plain paper)

1. Since the completion of the Langley Headquarters site some 15 years ago, many on-going ideas with respect to pedestrian and vehicular safety have taken place. The road system has been heavily marked with both signs adjacent to the roadway and road striping (both line and letter markings) on the road surface. Most of the work has been a result of safety check procedures resulting in data that is compiled and analyzed on a yearly basis. This data takes into account "problem areas," both pedestrian and vehicular, that "flag" themselves by excessive problems in a given area within a year's timeframe. Entrances to parking lots have been restriped to facilitate easier and safer access and egress. Signal and roadway changes have taken place at the Route 123 entrance to assist in a smoother and safer traffic flow.

2. Master planning for the Langley Headquarters area continues to consider all the latest equipment as well as technical and/or design innovations and criteria for improved parking areas as well as the provision for justified structures.

3. Basically, the items cited in this suggestion are known to Logistics' planners, engineers, and architects, and innovations that are deemed practical, economically feasible, and justified would be incorporated into any future construction program.

4. Improvements to existing parking and service facilities for current usage are under the purview of the Logistics Services Division (LSD/OL).

5. Further review of this suggestion by LSD/OL is recommended to determine the possibility of whole or partial adoption of any of the suggestion items.

3. TANGIBLE FIRST-YEAR SAVINGS (Man-hours, material, equipment, etc.)

N/A

4. INTANGIBLE BENEFITS (See guide on reverse side of third copy)

N/A

5. WHAT OTHER OFFICES, DIVISIONS, ETC. MIGHT ALSO USE THIS IDEA?

LSD/OL

Orig & 1 - SAC  
1 - OL/PS Official  
1 - OL/BPS

DATE

STATINTL

SIGNATURE OF EVALUATOR (Type name and title)

Chairman, Internal Suggestion Awards Panel, OL

FORM 2-70

244b

USE PREVIOUS EDITION

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SECRET

(43)

OL 2 3186A

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The completion of the Langley Headquarters site some 15 years ago, many on-going ideas with respect to pedestrian and vehicular safety have taken place. The road system has been heavily marked with both signs adjacent to the roadway and road striping (both line and letter markings) on the road surface. Most of the work has been a result of safety check procedures resulting in data that is compiled and analyzed on a yearly basis. This data takes into account "problem areas", both pedestrian and vehicular, that "flag" themselves by excessive problems in a given area within a year's timeframe. Entrances to parking lots have been ~~revised~~ facilitate easier and safer access and egress. Signal and roadway changes have taken place at the Route 123 entrance to assist in a smoother and safer traffic flow.

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EX. 3. TANGIBLE FIRST-YEAR SAVINGS (Man-hours, material, equipment, etc.)

N/A

4. INTANGIBLE BENEFITS (See guide on reverse side of third copy)

N/A

5. WHAT OTHER OFFICES, DIVISIONS, ETC. MIGHT ALSO USE THIS IDEA?

LSD/OL

STATINTL

DATE

12 June 72

SIGN

Chief, Building Planning Staff, OL

## INTANGIBLE BENEFITS GUIDE

MINIMUM REQUIREMENT FOR CASH AWARD: THE INTANGIBLE IMPROVEMENT OR IDEA SHOULD COMPARE WITH A TANGIBLE CONTRIBUTION SAVING \$250 OR MORE ANNUALLY.

VALUE OF BENEFIT	EXTENT OF APPLICATION			
	LIMITED	EXTENDED	BROAD	GENERAL
MODERATE	\$ 25-50	\$ 50-100	\$ 100-200	\$ 200-400
SUBSTANTIAL	50-100	100-200	200-400	400-1000
HIGH	100-200	200-400	400-1000	1000-2500
EXCEPTIONAL	200-400	400-1000	1000-2500	2500-25000

## VALUE OF BENEFIT

MODERATE	MODIFICATION OF AN OPERATING PRINCIPLE OR PROCEDURE; AN IMPROVEMENT OF RATHER LIMITED VALUE.
SUBSTANTIAL	SUBSTANTIAL MODIFICATION OF AN OPERATING PRINCIPLE OR PROCEDURE; AN IMPORTANT IMPROVEMENT.
HIGH	COMPLETE REVISION OF A BASIC PRINCIPLE OR PROCEDURE; A HIGHLY SIGNIFICANT IMPROVEMENT.
EXCEPTIONAL	INITIATION OF A NEW PRINCIPLE OR MAJOR PROCEDURE; A SUPERIOR IMPROVEMENT TO THE QUALITY OF A CRITICAL PRODUCT, ACTIVITY, PROGRAM, OR SERVICE TO THE PUBLIC.

## EXTENT OF APPLICATION

	AFFECTS FUNCTIONS, MISSION OR PERSONNEL OF:
LIMITED	ONE OFFICE OR INSTALLATION; OR A SMALL AREA OF SCIENCE OR TECHNOLOGY.
EXTENDED	SEVERAL OFFICES OR INSTALLATIONS; OR AN IMPORTANT AREA OF SCIENCE OR TECHNOLOGY.
BROAD	AN ENTIRE AREA OR DIRECTORATE. MAY BE APPLICABLE TO ALL OF AN INDEPENDENT AGENCY OR A LARGE BUREAU.
GENERAL	SEVERAL AREAS OR DIRECTORATES, OR AN ENTIRE DEPARTMENT, OR LARGE INDEPENDENT AGENCY, OR IN THE PUBLIC INTEREST THROUGHOUT THE NATION OR BEYOND.

APPROPRIATE NONFINANCIAL RECOGNITION MAY BE GRANTED FOR IMPROVEMENTS OR IDEAS WHICH DO NOT MEET THE STANDARD FOR CASH AWARDS.

SUPERVISORS ARE THE KEY TO THE SUCCESS OF THE SUGGESTION AND INVENTION PROGRAM! WE NEED YOUR PROFESSIONAL EFFORT IN GIVING PROPOSALS A PROMPT AND COMPLETE EVALUATION. OBJECTIVE EVALUATIONS STIMULATE BETTER IDEAS AND ACHIEVEMENTS THEREBY GAINING GREATER BENEFITS, SAVINGS, AND EFFICIENCY OF OPERATION.

**TITLE OR SUBJECT OF SUGGESTION**Long range plan for improving HQ Ground and  
parking facilities**SUGGESTION NO.**

72-428

**PRESENT METHOD**

The landscaping, grounds, and parking facilities at Headquarters represent the best efforts of 15 years ago in human engineering, safety, security, and concern for esthetics and morale. With the passage of time, piecemeal repair, and modern needs, the grounds and parking areas do not represent the optimum in safety, health protection, and they contribute less than maximum to morale. While what we have is appreciated by most, its relative backwardness contributes to a lack of pride and disinclination to be sequestered at Langley..

**SUGGEST**

A long-range plan for improving Headquarters ground and parking facilities, to cover CIA needs over the next 5-10 years. Basically, the plan (attached) calls for initiating desirable improvements in time intervals, by priority, in order to accomplish the plan at least cost and inconvenience. I suggest that the plan remain FLEXIBLE, so as to incorporate additional suggestions for improvement as engineering and human factors advance in years to come. I suggest that the plan be posted at specified times for inspection and review by a CIA Headquarters Panel to be composed of representatives of relevant components. I suggest that the attached plan be considered as the first draft of such a plan and be reviewed accordingly.

**ADVANTAGES**

This plan, if adopted, could place the Agency in a position of adopting, under present cost restraints, a forward looking goal of improving Headquarters ground and parking facilities. It will materially upgrade grounds security, lower health hazards, improve esthetics and morale, provide needed recreation facilities, outdoor refreshment and sport facilities, and meet transportation needs for years to come.

FORM 344  
(7-67)USE PREVIOUS  
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OL 2 3186

1. The following individual suggestions are designed to be incorporated in a long-range plan for improvement of CIA grounds and parking facilities. These ideas may be selectively adopted in any time-frame, consistent with cost and logistics requirements. Basically, it is suggested that the latest in human engineering, safety, parking technology, road engineering, and esthetic talent be adopted in developing future facilities for the benefit of all CIA employees; for their safety, health, and morale. The initiation of these ideas on a definite timetable would provide the most essential features early in the plan and would provide the least disruptions to present usage. The plan is designed to be FLEXIBLE and should be updated each year.

2. Following the specific suggestions, a draft timetable for incorporating them is attached. Naturally, each suggestion would need be adopted in the plan, before it is expanded in detail by architectural expertise, for which I take no credit.

3. Specific Improvements Suggested Should Include:

a. Covered Walkways between Parking Lots, the Headquarters Building, and other buildings contemplated. There should be a covered walk spaced at alternate lanes and along roads. These will provide safe walking to and from autos, unlike the necessity of present walking in driveways. Coverings will protect pedestrians from the elements, provide waiting areas for car pools, local lighting, and non-slippery areas for locomotion.

b. As part of above, permanent parking spaces should be clearly marked in permanent raised reflectors, with illuminated or reflector numerals. The spaces should be engineered for today's cars for ease of entry, with at least two sizes (compact and regular). Angle parking should be used wherever practical in any re-design of the lots.

c. Gasoline and Emergency Repair Service should be included in any long-range plan. As a minimum, telephone service (located in the lots near the cars) should be installed with direct dialing to local auto repair stations willing to co-operate. Desirable in the long run, would be local service under contract, with perhaps a service charge included to cover the operation. Additional services could be included eventually for the comfort and well being of employees: car wash and waxing service, tune-ups, safety checks, tire service, auto parts, minor repairs, etc.

d. Covered motorbike and bicycle parking areas would encourage such free spirits to use these means for transport, reducing the need somewhat for auto space.

e. One-way driveways and entrances to all lots, should be considered essential to driving safety, for obvious reasons, well known, to most highway safety engineers. Should be adopted early in the plan.

f. Entrances to Headquarters Area from GW Memorial Parkway and Route 193 should be redesigned to facilitate easy separation of CIA and non-CIA visitors. This has both security and safety connotations. Special areas and driveways for visitors, with receptionist and escort service should be considered in any long-range plan. The current procedure whereby both CIA and non-CIA badged personnel speed by at dangerous speeds, showing a small badge (while driving with one hand and looking for the badge with the other) should be carefully re-examined.

g. Covered pick-up points for drivers to pick-up passengers would be most desirable for early incorporation in the plan. At present, the only covered pick-up points are for Buses and limousine service and at front entrance, both of which are quite congested during meetings and rush hours. One covered pick-up point should be located near each entrance, with telephone available for making connections. At present, for example, passengers in the north lot must wait (frequently in the cold and rain) for their driver some distance from the NW and NE entrances. If there is no connection the passengers must return to the building and use the guard's phone. The driver has no way of communication, without parking and returning to the building. A covered pick-up point should also be erected in West Lot.

h. Outside Refreshment Stands and Comfort Stations would add immeasurable to the comfort and convenience of those employees desiring daily exercise and outside eating. Experts in human engineering have long been aware of the effect of comfort stations on morale and health. Those bringing their lunch would not have to stand in long lines in the cafeteria for just milk, or coke, or coffee. The stands with covered eating areas could be operated by present blind stand operators during certain hours. The Pentagon Building, has long had such service. NSA even serves beer for the convenience of employees whose tastebuds frown on milk. At minimum, in the early part of the plan, a few vending machines would suffice. These should be located on major walkways. Water fountains are a must.

i. Crosswalks should eventually be well marked and controlled by red and green (stop & go) lights for the safety of employees. With a push button system, the lights could allow pedestrians to cross the main crosswalks without the necessity of traffic police assistance.

j. Special Parking areas for disabled employees should be designated nearby one or two major HQ entrances, expanding on the present system of allocating such persons nearby reserved parking spaces. Parking should be designated to their special needs.

k. Recreation Area and Field House, beyond West parking or other appropriate spot would be desirable. The area would be an extension of the present GYM facilities. Added facilities in the field house, a small building with dimensions of about 30' x 50' for conducting gymnastics attendant to local jogging in recreation area. The area could be used early, on occasion as a secure meeting house for farewell parties, Friday night Happy Hour, and eventually as official CIA Officers Club, with dues, etc. A putting green for golfers and other recreation facilities could be planned, based upon demand, by members. The Garden Club could landscape the area at small cost.

	1972	73	74	75	76	77	78	79
covered walkways alternate lanes					North	South	West	Others
marked parking spaces		Diagonal Redesign						
disabled parking area								
gas & repair serv.					Telephones	Gas & Oil	Repair Service	
covered motorbike & bike parking areas								
one way-driveways & entrances to lots								
Hq entrance re-design								
covered pick-up pts.		West Lot	Others					
outside refreshment stands			Outside vending Mach.		Refreshment stands			
outside comfort stations								
outside water fountains								
stop lights at cross walks								
recreation area & field house.					Recreation area	Field House	Putting Green	Club